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| **1.** | Go to **Settings** appin the iPad. Tap on **Safari.** Tap on **Show Favorites Bar*.***  Click the HOME button to close the Settings app. |  |
| **2.** | Open the **Web Capture** app. |  |
| **3.** | Click the gear wheel at the **BOTTOM** of the WebCapture app’s window. |  |
| **4.** | In *Settings*, turn on **SAVE TO CAMERA ROLL.** |  |
| **5.** | Under *Bookmarklet*, tap **Copy Bookmarklet**. (A black bar with the message “Copied Bookmarklet” will appear.  Click the HOME button to close the WebCapture app. |  |
| **6.** | Open the **Safari** app. |  |
| **7.** | Tap the **Share** icon. |  |
| **8.** | Tap **Add Bookmark** to make a bookmark from any webpage. (The name and address will be changed.) |  |
| **9.** | A window will open. Delete the name and type “Web Capture”.  Ignore the address for now. It will be changed later.  Leave **Location** as **Favorites>**. |  |
| **10.** | Tap **SAVE.** (A “WebCapture” bookmark will appear in the top bar below the address bar.) |  |
| **11.** | Tap the **Bookmarks** button at the top, then **Favorites.**  Tap **Edit** at the bottom. (A red circle will appear by the bookmarks.) | , then  . Tap. |
| **12.** | Tap **Web Capture**. |  |
| **13.** | Delete the address, then touch and hold in the address box until the magnifying glass shows. |  |
| **14.** | When you let go, touch **Paste**. The bookmarklet code will replace the address. |  |
| **15.** | Touch **DONE** and the **Bookmarks** button to close. |  |

**One Time Setup**

Your iPad will need to be setup by changing options in Settings, Safari, and WebCapture.

**Use**

Now that iPad, Safari, and WebCapture are setup, using the WebCapture is easier. (Done every time.)

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| **1.** | Click the link to your form to fill it out. It will open in Safari. |  |
| **2.** | Tap the **WebCapture** bookmark in Safari. It will open the same page in the WebCapture app. |  |
| **3.** | Fill out the live form, but **DO NOT SUBMIT** yet. |  |
| **4.** | Tap the camera in the right lower corner. The image of the form has now been placed in your Photos.  (You will see “Took Web Capture” appear on the screen for a few seconds.) | ***Macintosh HD:Users:Teacher:Desktop:Screen Shot 2013-09-26 at 8.42.53 AM.png*** |
| **5.** | Tap **Submit** at the bottom of the form so the results will be recorded in the Google spreadsheet. Press the Home button to close. | ***Macintosh HD:Users:Teacher:Desktop:Screen Shot 2013-11-13 at 2.44.53 PM.png*** |
| **6.** | Open your **Photos** app. |  |
| **7.** | Find and tap the image in your Photos and check for the name of the person to which you are sending the form. Then press the **Share** button at the bottom left corner. |  |
| **8.** | Choose **Mail**, then type an email address in the “**TO:”** line.  The address may appear in the contacts list. If so, simply click it. Add a subject in the subject line and then click SEND. Click the Home button to close. | ***Macintosh HD:Users:Teacher:Desktop:Screen Shot 2013-09-26 at 8.42.23 AM.png*** |
| **9.** | To enter a new observation with the same form, go back to the **Web Capture** App. |  |
| **10.** | Once you are in the **WebCapture** app, choose **Submit Another Response**.  This will bring up a new form and the next time you will be able to omit steps one, two, and three unless you are using a different form. | Macintosh HD:Users:Teacher:Desktop:Screen Shot 2013-09-26 at 8.45.37 AM.png |
| **\*** | Remember – You will only use the iPad to complete and submit the forms. If you wish to VIEW the results or edit the actual form, open your **GOOGLE DRIVE** on your COMPUTER and view the **response spreadsheet** or edit the actual form from there. |  |